

The Okefenokee RESA does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Okefenokee RESA Board of Control to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

Any employee, applicant for employment, or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the RESA regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

1.

A) any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Control. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

b) Any person with a complaint or report alleging sexual harassment as defined in Policy GAEB (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy GAEB.

2. If the alleged offending individual is the coordinator designated by the Board of Control, the complaint shall either be made by the complainant to the Executive Director or, if the

Adopted: October 28, 2020

Last Revised: October 28, 2020

- complaint is initially made to the school principal, reported by the principal to the Executive Director. If the alleged offending individual is the Executive Director, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Executive Director or his or her designee.
 4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Executive Director of Schools. If the alleged offending individual is the Executive Director, the complainant may have the complaint referred to the Board of Control, rather than the Executive Director.
 5. The Executive Director shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Executive Director shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the RESA in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
 6. If the complainant is dissatisfied with the response of the Executive Director, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Executive Director, to have the complaint referred to the Board of Control. In order to have the Board review the Executive Director's decision, the complainant must file with the Executive Director a written statement setting forth the reasons he or she disagrees with the response of the Executive Director and the action the complainant is requesting the School District to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Control.
 7. Within thirty work days of receipt of the written request of the complainant, the Executive Director shall present the matter to the Board of Control at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Executive Director, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

Adopted: October 28, 2020

Last Revised: October 28, 2020

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8. The Board of Control will either uphold the recommendation of the Executive Director or require the RESA to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Control or as a separate written statement. The Board shall be the final reviewing authority within the RESA.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Control, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.
10. The RESA shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and in compliance with law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Inquiries concerning the application of the Perkin Act, Title VI, Title VII, Title IX, ADEA, or Section 504 and ADA to the policies and practices of the agency may be addressed to the Okefenokee RESA Executive Director listed below:

Okefenokee RESA Executive Director
1450 North Augusta Avenue
Waycross, Georgia 31503

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Adopted: October 28, 2020
Last Revised: October 28, 2020

OKEFENOKEE RESA BOARD OF CONTROL

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Note: The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example enter 20-02-0211 in the search window and the Georgia Code will appear.

State Reference	Description
O.C.G.A 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A 30-01-0001	"Deaf person" defined
O.C.G.A 34-01-0002	Age discrimination in employment prohibited
O.C.G.A 34-05-0001	Discriminatory wage practices based on sex; (comp worth)
O.C.G.A 34-06A-0002	Equal Employment for persons with disabilities-Definitions
O.C.G.A 34-06A-0003	Inquiries by employer as to existence of disability; employment decisions based on disability
O.C.G.A 34-06A-0004	Prohibited discriminatory activities
O.C.G.A 34-06A-0005	Retaliation by employers against employees; labor organization members
O.C.G.A 34-06A-0006	Actions against persons engaged in unfair employment practices; remedies, court costs, and attorney's fees
O.C.G.A 45-01-0004	Complaints or information from public employees as to fraud, waste, and abuse in state programs and operations
O.C.G.A 45-19-0029	Fair Employment Practices Act of 1978-Unlawful practices generally
O.C.G.A 45-19-0031	Unlawful practices in advertisement of employment
Federal Reference	Description
20 USC 1681	Title IX of the Education Amendments of 1972
20 USC 1703	Denial of equal educational opportunity prohibited
28 CFR 35.136	Service animals
29 CFR 1691.5	Agency processing of complaints of employment discrimination - ADA
29 USC 623	Age Discrimination Act of 1967
29 USC 631	Age limits
29 USC 705	Rehabilitation Act of 1972
34 CFR 100.7(c)	Title VI - Conduct of investigations
34 CFR 104.7	Section 504 - Designation of responsible employee and adoption of grievance procedures
34 CFR 106.8	Title IX - Designation of responsible employee and adoption of grievance procedures for sex discrimination
42 USC 12101	Americans with Disabilities Act of 1990
42 USC 2000d	1964 Civil Rights Act

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